

# Chromebook Acer CB315 Keyboard Shortcuts

The Acer CB315 uses standard Chrome Operating System (OS) keyboard shortcuts.

## Basic Functions

- **Ctrl+T**: Open a new tab.
- **Ctrl+W**: Close the current tab.
- **Ctrl+Tab**: Move to the next tab.
- **Ctrl+Shift+Tab**: Move to the previous tab.
- **Ctrl+Shift+N**: Open a new incognito window.
- **Ctrl+L**: Go to the address bar.
- **Ctrl+C**: Copy the selected item.
- **Ctrl+V**: Paste the copied item.
- **Ctrl+Z**: Undo.

## Chromebook Specific

- **Search (or Launcher) + L**: Lock your Chromebook.
- **Search (or Launcher) + Esc**: Open the Task Manager to see open apps and processes.
- **Ctrl+Alt+/<sup>^</sup>**: View a full screen of all keyboard shortcuts.
- **Search+Shift+L**: Put your Chromebook to sleep.

## Acer CB315 Specific (from manual)

- **Alt+T**: Toggle Caps Lock.
- **Alt+**: (with appropriate icon): Projects your screen or brightens the keyboard backlight.

## How to Find More

- **Press Ctrl+Alt+/<sup>^</sup>**: This shortcut opens a comprehensive guide to keyboard shortcuts directly on your Chromebook.
- **Go to Settings**: Click on the clock, select the Settings (gear icon), then navigate to Device > Keyboard and inputs to view and potentially customize shortcuts.